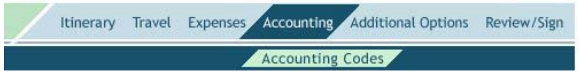
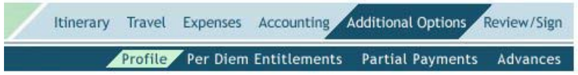
## 8 Accounting Code(s)



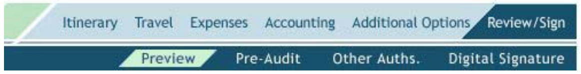
a. Select **Accounting** in the top navigation bar.
b. If incorrect accounting label, use **remove** link, then use drop down to select correct one.

## 9 Additional Options



a. **Profile** – Use to make changes to name, address, email, preferences, and frequent flyer numbers. Travel card info can only be viewed by traveler. If incorrect, call 301-903-2500, option 4, then option 2. Used for Online Booking (OLB) Only.
b. **Per Diem Entitlements** – Use to adjust lodging and M&IE costs, request a conference allowance, designate Actuals for lodging, and designate leave taken on TDY.
c. **Partial Payments** – DO NOT USE.
d. **Advances** – DO NOT USE.

## 10 Review / Sign



a. Click **Review/Sign** in the top navigation bar.
b. Review details. Use **edit** links to make changes.
c. Select **Save and Proceed to Pre-Audit**.
d. Enter justifications in comment boxes (required). Click **Save and Proceed to Digital Signature**.
e. **Trip Compare** – Do not Use.
f. On **Signature** screen, submit as **SIGNED**, and add comments to approver (if needed).
g. Need ticket issued early, change **Advance Ticketing Date**.
h. Click **Submit Completed Document**, then **Accept**, then **Save and Continue**.

## FEES - Automatically Added to TA when …

**Travel Authorization & Voucher (TAV) Fee** – GovTrip usage fee added to TA when SIGNED.
**Reservation (RES) Fee** – GovTrip OLB fee added when TA is stamped SIGNED.
**Travel Management Center (TMC) Fee** – Travel agency OLB fee added to TA when ticketed.

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Additional information including the fee amounts are at the web site http://gotravel.doe.gov.

## ONLINE RESERVATION PROCESS

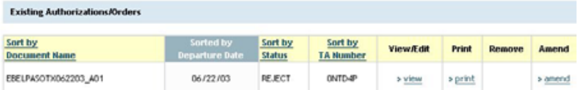
**BOOK-AS-U-GO – Air, hotel, and rental car reservations are complete once selected and saved. Exception: Southwest Air not booked until signed.**

**TA & reservations are cancelled if not stamped SIGNED within 4 days of departure date.**

**Tickets cannot be issued unless TA is stamped APPROVED.**

## CHANGING SIGNED TAs

a. See steps 1a or 1b to display existing TAs.
b. Select **view/edit** next to document to change.
c. Click on check in **view-only box** to remove.
d. No **edit** link? Click on **amend** (see below), then type reason for change in comment box.



Existing Authorizations/Orders

| Sort by Document Name | Sorted by Departure Date | Sort by Status | Sort by TA Number | View/Edit | Print | Remove | Amend |
|---|---|---|---|---|---|---|---|
| EBELPASOTX062203_A01 | 06/22/03 | REJECT | 0NTD4P | > view | > print | | > amend |

e. View the Preview screen and select the **Edit** links next to the areas that need changes.
f. Click **Save and Proceed to Digital Signature**.
g. Submit as **SIGNED**, click **Submit Completed Document**, then **Accept**, then **Save& Continue**.

## AMEND A TA WHEN …

- The trip is cancelled
- Correcting the accounting code or Trip Type
- Adding actuals (lodging cost over per diem)
- Correcting the method of payment (GOVCC-I,C)
- Changing the departure or return dates
- Changing a per diem location or adding a location

U.S. DEPARTMENT OF ENERGY

For quick answers to GovTrip questions, please use the "**OnLine Reference/Help**" under "**Quick Links**" on the **DOE GovTrip Home Page** or through the web site http://gotravel.doe.gov

If you need additional assistance, please contact your Organization or Field Site GovTrip Administrator
or
Contact the DOE GovTrip Helpdesk
301-903-2500 Option 4, then Option 2
email: TravelSystemSupport@hq.doe.gov

# Instructions to Create or Change a Travel Authorization/Order

(Revised December 2006)

GovTrip
eTRAVEL for GOVERNMENT

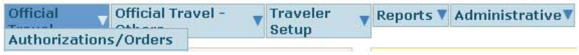
### *A Step-by-Step Guide*

## LOG IN

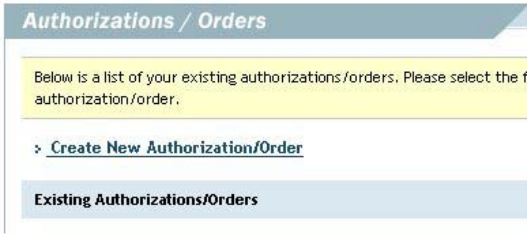
a. Go to http://www.govtrip.com.
b. Select green **LOG IN** button.
c. Read and select **Accept** to the Privacy and Ethics Policy Statement.
d. When login screen appears enter your **Username** and **Password**.
e. Click the **Log In** button.

## CREATE AUTHORIZATION

## 1 Create Travel Authorization (TA)



a. **To Create a TA for yourself:**
    1. Click on **Official Travel**
    2. Select **Authorization/Orders**.
b. **To Create a TA for another traveler:**
    1. Click on **Official Travel -Others**
    2. Select **Authorization/Orders**
    3. Complete **Traveler Lookup** criteria to search and select the traveler



Authorizations / Orders

Below is a list of your existing authorizations/orders. Please select the f
authorization/order.

> Create New Authorization/Order

Existing Authorizations/Orders

c. **Click on Create a New Authorization/Order.** on the Authorization/Orders page.

NOTE: Previous TAs will be displayed in the **Existing Authorizations/Orders** section.

## 2 Itinerary/Trip Overview

A
I am Leaving From - (Select From List or Enter Below):

a. **Starting Point -** Click on the starting location from the **Starting Locations in Profile** box or type the location in the field.
b. **Departing On** – Enter date or use calendar tool.
c. **Trip Type** and **Trip Purpose** - Use the drop-down menus. (Trip Type usually "Single Trip")
d. **Trip Details –** Enter full description of the purpose and/or justification for the trip.

B
My TDY Location is - (Where I Will be Working):

e. **Departing On** - Enter date or use calendar tool.
f. Click on **Search Location** in the Location Tools box on the right.
g. In the Search Location window, enter city (partial name OK). Select **Search Location**.
h. Click on radio button to left of correct city, then click on **Select and Close.**
If correct city is not listed, click **TDY Location Lookup Tool** link (bottom of window). Select state/country from drop down menu, then select a location from next drop down menu. If location is not listed, select **Unlisted.** Click **Save Location and Return** button.
i. Traveling to another TDY Location - Select **Yes** or **No**. If Yes, repeat steps 2e – 2h for next location.

C
I am Returning To:

j. **Ending Point** - Click on the ending location from the **Return Locations in Profile** box or type the location in the field.

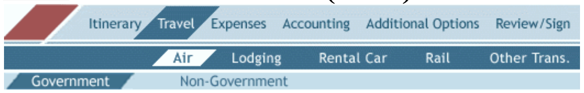
D
Where would you like to go next? - (Click One):

k. To complete an online reservation request, select a radio button below Air Travel, Lodging, Car Rental, or Rail (takes you to your selection), OR When reservations are made by calling the travel agency, leave these buttons blank & go to step 6.
l. Click the **Save and Proceed** button.

## Don't Use Online Booking (OLB) When:

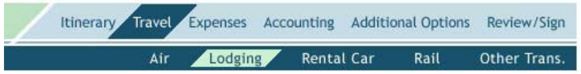
- Departure is in less than 5 business days
- Using a DOE house/corporate card account
- Changes less than 48 hours before ticketing
- Foreign travel requires non GSA City Pair
- Required air, hotel, or car rental not displayed

## 3 Air Travel (OLB)


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.
Government
Non-Government

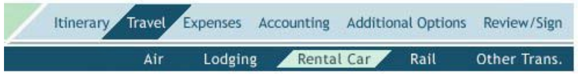
a. Type airport code or city name (partial name OK) for departure and arrival airports. Nearby Airports displays list near TDY Location.
b. Use drop-downs to select Arriving or Departing and the time(s). Click **Search Availability**.
c. When changing "Sort By," screen will refresh.
d. Select up to 10 flight option boxes, then click on **Price Flights**.
e. Select one option box for Outbound flight and if displayed, one option box for Return, then click on **Select Flight(s)**.
f. For each leg, click Select Seat for live seat map or use drop-down to select window or aisle.
g. Click **Save Selected Flight**, then **Proceed**.
h. If there are multiple locations, select **Find Next Flight** and repeat steps 3a-3g.

## 4 Lodging (OLB)


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

a. Click on **Lodging** in the **Travel** sub menu.
b. Select the appropriate radio button next to search: **By hotel name, Near City or Airport**.
c. Complete appropriate search fields (e.g. hotel name) and click on **Search Accommodations**.
d. Select desired **Hotel Info & Pricing** (right side).
e. Select radio button next to desired room type/rate, enter hotel **Reward Number** (if any), click on **Save Accommodations**, then **Proceed**.
f. If rooms are not available with the selected hotel, click on **Find Different Accommodations** and repeat steps 4b-4e.
g. If there are multiple locations, after saving first accommodation, repeat steps 4b-4e.

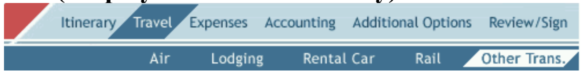
## 5 Rental Car (OLB)


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

a. Select **Rental Car** in the **Travel** sub menu.
b. Change default information if necessary, then click on **Search Rental Car Availability**.
c. Click the desired **Select and Continue** button.
d. Enter **Car Rental Club #** (if any), select **Save Selected Car**, then **Proceed**.

## 6 Reservations by Phone Air, Rental Car, and Lodging

**Air (Employee Travel Card Only)**


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

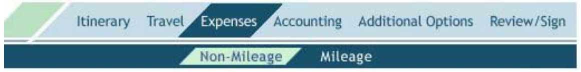
a. Select **Travel** in the top navigation bar.
b. Click on **Other Trans** on sub menu bar.
c. Select Type: **CP-Airfare (GOVCC-I)**.
d. Enter **Ticket Value**, then press **Tab key**.
e. Use calendar tool for departure and ticket dates.
f. Click on **Save**.

**Rental Car –** Use step 7 below to add non-mileage expense **Rental Car**.

**TMC Fee –** Use step 7 below to add non-mileage expense **TMC Fee - (GOVCC-I)**.

**Lodging –** GSA per diem rates automatically entered when TDY location selected in itinerary

## 7 Expenses


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-Mileage
Mileage

a. Click on **Expenses** in the top navigation bar.
b. Use the drop down menu to select an expense. If not listed, type the expense in the ***OR*** field.
c. Type amount of expense and date to be incurred.
d. Enter up to five expenses, then click **Save Expenses** at bottom. (Additional expenses can then be entered one at a time.)
e. Click **Mileage** in the **Travel** sub menu.
f. Use drop down to select vehicle type.
g. Use calendar tool for date to be incurred, enter number of miles, then press **Tab** key.
h. Click on **Save Expenses** at bottom.
i. Select **Receipts** to scan or fax supporting documents for the TA.